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DD/D 10-0047

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6 January 1970

MEMORANDUM FOR: Deputy Director for Support

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SUBJECT : Personnel Reductions

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1. A reduction of positions is required of the Support Services Staff by the end of Fiscal Year 1971. of these positions must be given up by June 1970 and the remainder by June 1971.

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2. I would propose to accomplish the full reduction in the Information Processing Branch (SIPS Task Force) rather than distribute it through the other Branches of the Support Services Staff. This action would be consistent with our plan to retain positions as a permanent staff element to satisfy the information processing requirements in the Support Directorate over the long term. We can accomplish the reduction of four positions by the end of Fiscal Year 1970 by abolishing positions which are now vacant. I would prefer to accomplish the full amount of the remaining reduction of positions during the last quarter of Fiscal Year 1971 rather than plan for a fractional reduction to be phased over the span of the entire fiscal year because this would still be consistent with our plan to return people to Support Offices as increments of the SIPS project are implemented. I realize that we will have to work this out carefully with the Support Offices because that is where the real impact will be felt. Both the people and the positions in the Information Processing Branch carry the Service designation of the Support Offices from which they were originally transferred. We can begin to identify positions and people which will be affected at the beginning of Fiscal Year 1971, or earlier if desirable, as a means of assisting the Offices in making their plans; but, from the point of view of impact on the SIPS project, it would be preferable to wait until the end of the fiscal year to accomplish the actual reductions. Proceeding in this way will permit us to accomplish the reductions without significant impact on the SIPS implementation.

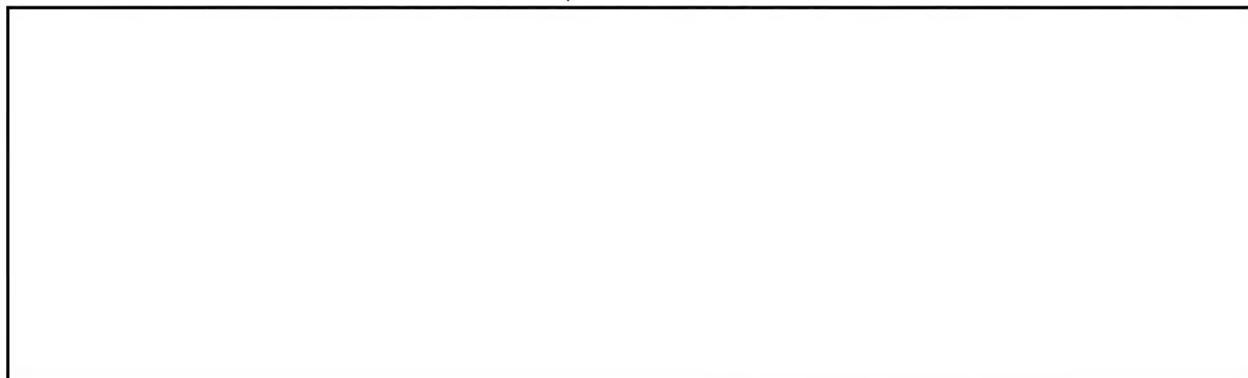
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3. If the reductions must be spread over the fiscal year, it will be necessary to eliminate special projects and close the door on accepting new ones. These projects include the contract personnel system, the technical inventory system for TSD,

the contract information system, and others. While projects of this kind are often related to the overall SIPS effort, the requirement to deal with them separately and in advance of the more logically developed capability within the overall system requires an expenditure of manpower and has an impact on the phasing of the overall system and tends to delay its completion. A phased ceiling reduction would eliminate the capability

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to devote resources to special projects and the overall system at the same time, which would require that the present time frames be extended. Alternatively, we could reduce the scope of the SIPS effort by eliminating some of the functions we have to perform such as data conversion, documentation, and procedures writing. These functions would still have to be performed, but we would have to have help from someplace else.

4. We have considered the possibility of eliminating one vacant position in the Records Administration Branch. This would require that the records program be even less active than it has been during the past several years and would negate any attempt to strengthen the records program. If we are to cope with the continually growing records storage problem, we must find ways to implement a much more aggressive program to gain control of records creation. I am concerned about our ability to do this with our present strength and it will be completely impractical if that strength is decreased.



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6. Last year we added a position to Regulations Control Branch in an effort to improve the professional quality of the final product and expedite the processing. I believe we are beginning to realize the benefits of this increase although we still have a long way to go. We could eliminate that position and return the Regulations Control Branch to its previous strength, but this would mean sacrificing the gains we have made and reverting to the former purely editorial role. It would also mean that the regulations function would lose what little attraction it holds for qualified professional Support officers and we would have to return to all the problems of staffing the Branch with people who are content to make that their career.

7. If we reduce the Records Administration Branch and the Regulations Control Branch by one position each and allow them to be semi-dormant functions, it would be possible to eliminate the position of Deputy Chief, Support Services Staff, because there would not be enough activity to keep a professional officer fully occupied.

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8. At the present time we have the benefit of a full-time GS-13 Support officer who is carried on the DD/S Development Complement. We also have a GS-12 position encumbered by a budget and fiscal officer who is [redacted] and able to work only five or six hours a day. If we accomplish a reduction of [redacted] positions by the end of Fiscal Year 1971, the administrative burden of the staff will decrease somewhat proportionately. If the Records and Regulations Branches are reduced and the position of Deputy Chief is eliminated, it would be possible to eliminate an additional position by combining the functions of the budget and fiscal officer and the two clerical positions in the office of the Chief. This would be possible whether we continue to enjoy the benefit of the "free" administrative officer or not. If, however, the reduction is taken entirely in the Information Processing Branch and we lose the "free" administrative officer, we will need the positions we now have and we will require that the budget and fiscal position be encumbered by a full-time employee. In effect, we now have one position in the Administrative Branch and one and five-eighths people to perform the functions. A reduction in the administrative burden would permit the elimination of the fractional overslotting but would not contribute to the ceiling reduction and would aggravate a compassionate personnel placement problem.

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9. All things considered, it is recommended that the reduction in the Support Services Staff be accomplished by eliminating [redacted] vacant positions in the Information Processing Branch by the end of Fiscal Year 1970 and that the additional reduction of [redacted] positions be accomplished by eliminating [redacted] more positions from the Information Processing Branch during the fourth quarter of Fiscal Year 1971.

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[redacted]
Chief, Support Services Staff

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RHW;es (6 Jan 70)

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